

# James City County Full-Time Benefits



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EXCELLENCE

STEWARDSHIP



We work in partnership with all citizens to achieve a quality community.

# James City County Benefits

*In addition to benefits required by law, such as Social Security and Workers' Compensation, James City County employees are offered an excellent benefits package. Here are the highlights:*

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## Health and Dental Care Coverage

The County is fully committed to providing employees with high quality health care plans. Eligible employees have the option to choose from Anthem or Optima Consumer Driven Health Plans (CDHP). CDHPs offer a lower monthly premium with a higher deductible. Three dental plan options are provided through Delta Dental.

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## Health Savings Account

A Health Savings Account (HSA) allows employees to set aside pre-tax dollars for medical and prescription expenses. HSA funds roll over year after year. The amount of the County contribution is determined each budget year.

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## Premium Conversion

Employees who participate in the County Health Insurance program may pay their portion of the insurance premium before taxes are deducted.

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## Retirement Benefits

Retirement benefits are administered through the Virginia Retirement System (VRS). Employees contribute 5% towards their retirement. VRS offers three retirement plans based on hire date and previous VRS participation. For detailed information regarding retirement, visit [www.varetire.org](http://www.varetire.org).

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## Life Insurance

Employees participate in a group life and accidental death and dismemberment insurance program through VRS. The County pays the entire cost for employees. Benefits include: natural death payment of twice the annual salary, double indemnity for accidental death and dismemberment payments.

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## Optional Life Insurance

Employees pay the entire cost of this benefit based on their age and salary. Employees may select coverage for 1, 2, 3 or 4 times their annual salary. Spouse and dependent coverage is available also.

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## Long Term Care Insurance

Long-Term Care insurance assists employees with home care, assisted living, or nursing home care. Coverage is available to employees and their family members through Genworth Insurance Company. The plan offers three levels of coverage and rates are guaranteed until March 2020.

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## Funeral Leave

Employees may use up to three days per death of an immediate family member.

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## School Leave

Employees may use up to 8 hours of school leave per fiscal year to meet with their child's teacher, attend a school function in which their child participates or volunteer at a school.

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## Civil Leave

Civil leave may be used when serving on a jury, or attending court as a witness under subpoena.

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## Military Leave

Military leave may be used by employees who are a member of the organized reserve forces of any of the armed services of the United States, National Guard, or Naval Militia to provide paid absences of up to 15 days per federal fiscal year when called to active duty for training or when called by the Governor during a disaster.

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## Holidays

The County observes eleven paid holidays per year:

- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Holiday
- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day

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## Deferred Compensation (VRS plan 1 or 2)

Employees can enroll in a plan to defer a portion of their salary for retirement purposes through ICMA Retirement Corporation. This allows employees to save for retirement using pre-tax dollars. The County will match the first \$15 per pay period contributed on a basis of 50¢ to the dollar.

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## Flexible Spending/Limited Flexible Spending Accounts

Eligible employees may participate in this program which allows employees to set aside pre-tax dollars for medical and prescription expenses. Up to \$500 can be carried over to the following plan year.

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## Paid Time Off (VRS hybrid plan only)

Provides paid absences for any purpose including illness or vacation. Accrues each pay period and can carry up to one year maximum leave accrual.

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## Annual Leave (VRS plan 1 and plan 2 only)

Employees earn the equivalent of one day of vacation per month, or twelve days per year. After five years of County service, the rate increases by 50%. After fifteen years of service, the rate increases by an additional 33-1/3%.

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## Sick Leave (VRS plan 1 and plan 2 only)

Employees earn the equivalent of one day of sick leave per month, or twelve days per year. Up to twelve days of sick leave may be used to care for an immediate family member who is ill and requires the employee's attendance.

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## Sick Leave Bank (VRS plan 1 and plan 2 only)

Eligible employees may participate in the Sick Leave Bank, a pool of accrued sick leave days for use by members who are unable to work because of an extended personal illness or disability. To become a member, eligible employees contribute a day of sick leave to the pool. After a 42-day waiting period and all personal leave is exhausted members are eligible to receive their full pay up to six weeks. New employees can join 30 days after their introductory period ends or during open enrollment periods.

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## Short Term Disability (VRS hybrid plan only)

Short-Term Disability is provided to eligible employees after a twelve month and seven day waiting period. Benefits include 60% of employee's earnings for disability, pregnancy, or periodic absences due to major chronic conditions.

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## Long Term Disability (VRS hybrid plan only)

Long-Term Disability begins when Short-Term Disability ends. Benefits become effective after twenty-six weeks of continuous leave due to a chronic illness or disability. Benefits include 60% of employee's earnings.

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## Employee Assistance Program

This program offers confidential counseling for a variety of needs to employees and their dependents. Five free visits are provided to the employee and their dependents.

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## Tuition Assistance

Employees are eligible for payment of tuition costs up to the maximum dollar amount each year.

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## Public Service Loan Forgiveness (federal direct loan)

James City County qualifies as a public service organization to help you qualify for this trial student loan forgiveness program. For more information go to [StudentAid.gov/publicservice](http://StudentAid.gov/publicservice)

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## Employee Homeownership Program

This program assists County employees in purchasing a primary residence in James City County or the City of Williamsburg subject to VHDA income limits. Savings are matched on a dollar-for-dollar basis up to a maximum of \$3,000.

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## Direct Deposit

- Pay checks are automatically deposited into employees' checking or savings accounts.
- Pay days are the 14th and 28th of each month.

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## Service Awards

Employees receive certificates and awards for continued service beginning at five years and continuing at five-year intervals.

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## Working Towards Wellness Program

The Working Towards Wellness program is designed to provide County employees with the information and resources needed to achieve and maintain a healthy and fit lifestyle. For more information contact the Human Resource Department.

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The Human Resource Department will be glad to answer any questions. Call 757-253-6680.

*James City County's benefit package is approved by the Board of Supervisors and may be subject to change. 09/2016*